

State of Illinois  
Rod R. Blagojevich, Governor

Department of Commerce and Economic Opportunity  
Jack Lavin, Director



# AFFIRMATIVE ACTION PLAN

FISCAL YEAR 2009



PRESENTED TO THE ILLINOIS DEPARTMENT OF HUMAN RIGHTS

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## SECTION 1

Internet Address <http://www.commerce.state.il.us>

620 East Adams Street  
Springfield, Illinois 62701-1615

217/782-7500  
TDD: 800/785-6055

James R. Thompson Center  
100 West Randolph Street, Suite 3-400  
Chicago, Illinois 60601-3219  
312/814-7179  
TDD: 800/785-6055

2309 West Main, Suite 118  
Marion, Illinois 62959-1180

618/997-4394  
TDD: 800/785-6055

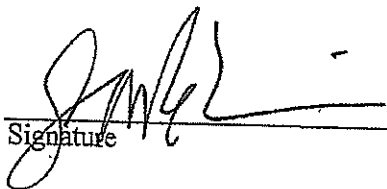
**ILLINOIS DEPARTMENT OF COMMERCE AND  
ECONOMIC OPPORTUNITY  
AFFIRMATIVE ACTION PLAN  
FOR  
ILLINOIS DEPARTMENT OF HUMAN RIGHTS**

**SEPTEMBER, 2008**

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION  
PROGRAM CERTIFICATION

AGENCY The Illinois Department of Commerce and Economic Opportunity  
ADDRESS 620 East Adams, Springfield, Illinois 62701  
TELEPHONE NUMBER 217. 524.2997  
AGENCY DIRECTOR Jack Lavin  
EEO OFFICER Victoria Dawn Benn

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program of this agency.

 Signature \_\_\_\_\_ Director \_\_\_\_\_ Date 10/1/08

Signature \_\_\_\_\_ EEO/AA Officer \_\_\_\_\_ Date \_\_\_\_\_

Plan prepared by:

Barbara Call Signature \_\_\_\_\_ Date 10/1/08  
Barbara Call

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT  
OF THE DIRECTOR**

The Department is committed to achieving full and effective utilization of qualified persons in the state in all decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits with out regard to the following bases: including but not limited to race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status, disability, age, marital status, arrest record, military status including veteran status and unfavorable discharge from military service.


The Department is committed to taking affirmative action to correct underutilization of minorities, females and the disabled at all levels of employment.

The Department is committed to implementing sexual harassment and other harassment policies and programs.

The Department is committed to undertaking affirmative action to increase the number of persons with disabilities in the Department as a whole.

The support and commitment is expected of all executive, managerial and supervisory staff in implementing the Agency affirmative action plan.

All managers and supervisors are expected to support and implement the Equal Employment Opportunity Policy and to request advice, guidance and assistance from the Equal Employment Opportunity Compliance Manager whenever necessary. In addition, supervisors must ensure that no retaliation will result against any employee making a complaint.

  
\_\_\_\_\_  
Jack Lavin, Director  
Illinois Department of Commerce and Economic Opportunity

Date

10/1/08

## DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

### AGENCY PROFILE

Director:	Jack Lavin
Assistant Director:	Roxanne Nava
Chief of Staff:	Stephen Konya
Director of Operations:	Warren Ribley

### Agency Mission

The Department of Commerce and Economic Opportunity (DCEO) is the lead state agency responsible for improving Illinois' competitiveness in the global economy. Guided by an innovative regional approach, DCEO administers a wide range of economic and workforce development programs, services and initiatives designed to create and retain high quality jobs and build strong communities. DCEO leads the Illinois economic development process in partnership with businesses, local governments, workers and families.

### Strategic Priorities

- Create and Retain Illinois Jobs
- Invest in the Illinois Workforce
- Develop Illinois' Community Infrastructure and Quality of Life
- Build a Statewide Culture of Innovation and Entrepreneurship
- Promote Energy Independence
- Catalyze Growth in the Industries of Tomorrow

### EEO/AA Challenges

The Department is underutilized in the Professional category, specifically in Region 1/ Cook County. The majority of positions in the Professional category are in the bargaining unit and therefore must be posted and filled in accordance with contractual language. This severely impedes the Department in promoting internal candidates and hiring new candidates from the eligible list. Absolute Veteran's preference is another factor that may impede our ability to recruit and hire a minority in underutilized categories. In addition, the amount of staff and vacancies in the Professional category in Region 1 is very limited.



**DUTIES OF THE EQUAL EMPLOYMENT OPPORTUNITY /AFFIRMATIVE ACTION  
OFFICER  
RESPONSIBILITY FOR EQUAL EMPLOYMENT OPPORTUNITY  
AFFIRMATIVE ACTION IMPLEMENTATION**

Equal Employment Opportunity Officer: Victoria Dawn Benn  
Location: Department of Commerce and Economic Opportunity  
620 East Adams, Springfield, IL 62701  
Phone: 217.524.2997  
Fax: 217.524.0189  
TTY: 1.800.785.6055  
Email: [Victoria.Benn@illinois.gov](mailto:Victoria.Benn@illinois.gov)

The ultimate responsibility for achieving equal employment opportunity within the department is through its Affirmative Action Plan and otherwise rests with the Director of the department both under the law and the principles of sound public administration; however, the Director has designated an Equal Opportunity Compliance Manager. The duties of the agency EEO/AA Officer include, but are not limited to, those delineated in the Human Rights Act and Department's Rules and Regulations. Following are the duties of the EO Compliance Manager:

1. To develop the agency's affirmative action plan, goals and objectives;
2. To assist in identifying and solving EEO problems;
3. To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;
4. To serve as liaison between the agency and EEO enforcement authorities;
5. To serve as liaison between the agency minorities, women and disability organizations;
6. To inform management of developments in the EEO field;
7. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
8. To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed;
9. To advise managers and supervisors if employment practices comply with the Act;
10. To report to the Department all internal and external complaints of discrimination against the agency;
11. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
12. At the request of the agency's Director, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Director on the progress of actions taken;
13. In conjunction with the filing of quarterly reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the agency's Affirmative Action Plan;
14. To immediately notify the Director and the Department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women or the disabled;
15. If the agency is in noncompliance, as described in Section 2520.795, to work with Central Management Services to develop programs for the preparation and promotion of the affirmative action group in question;
16. Reporting on and/or analyzing layoff reports [2520.770 (f)], reorganization reports [2520.770 (g)], hiring and promotion monitors [2520.770 (h)], and exit questionnaires [2520.770 (i)];
17. Evaluating tests, employment policies and practices and reporting to the agency director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women and the disabled. The agency EEO Officer will also assist in the recruitment of minorities, women and people with disabilities; and

18. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, age, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, citizenship status and disability.

## **METHODS OF DISSEMINATING THE AFFIRMATIVE ACTION POLICY AND PLAN**

### **Internal**

1. The EO Compliance Manager will post the Affirmative Action Policy on all DCEO bulletin boards and on the DCEO Portal available to all DCEO employees.
2. The Policy will be included in the DCEO Employee Handbook which is also posted on the Portal.
3. The EO Compliance Manager will provide a copy of the Affirmative Action Plan to the following DCEO staff: Director, Assistant Director, Chicago Director of Operations, Springfield Director of Operations, Bureau Deputy Directors and subsequent division managers.
4. All DCEO staff will be notified that a copy of the Affirmative Action Plan is available upon request.

### **External**

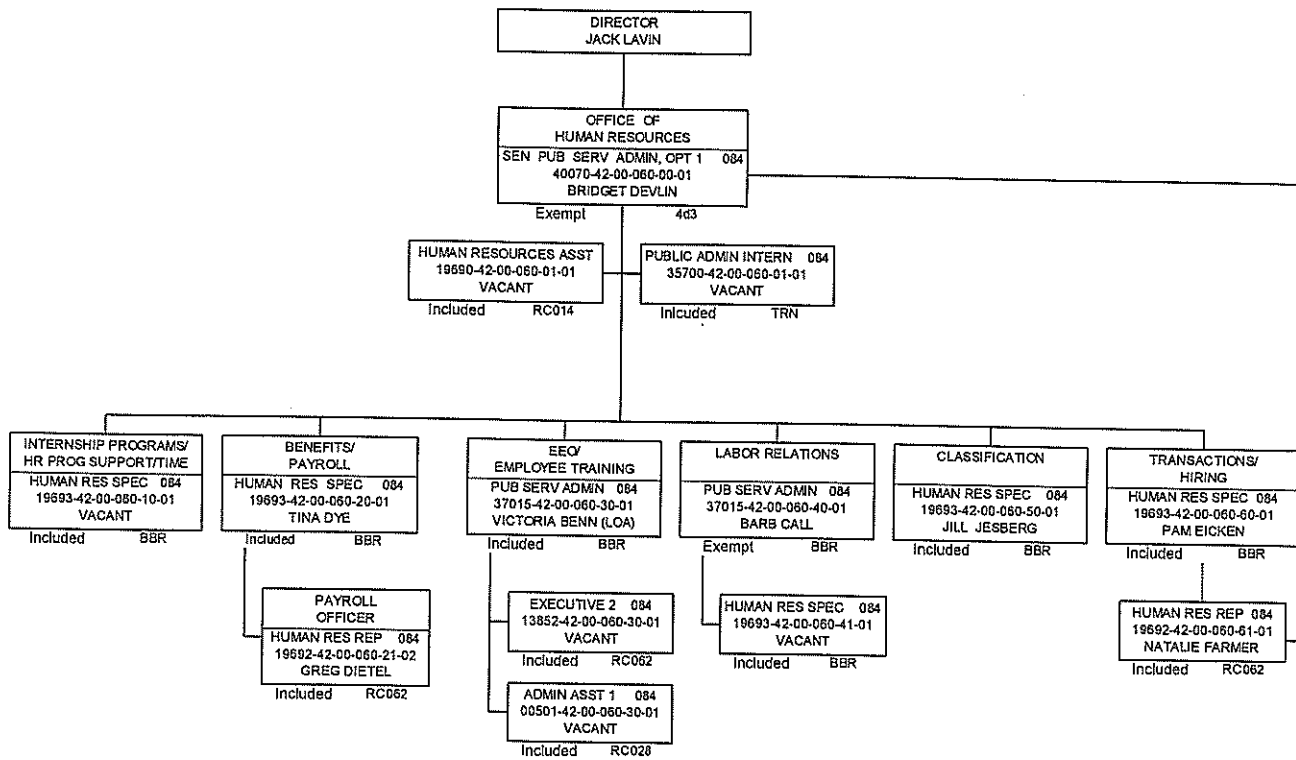
1. The EO Compliance Manager will provide the State Library with 40 copies and an electronic version of the Affirmative Action Plan. The copies will be sent to the Illinois State Library acquisitions Division, Illinois Document Division (Title 23, Part 3020, Ch1, Subpart A, Section 3020.110).
2. The AA Plan will be available to all state and federal agencies as well as recruitment sources including but not limited to Illinois colleges and universities, Illinois Association of Hispanic State Employees, Illinois Association of Minorities in Government, CMS Diversity Enrichment Program, Springfield Urban League, and various other sources.

# DCEO ORGANIZATIONAL CHART

September 8, 2008

## DIRECTOR'S OFFICE OFFICE OF HUMAN RESOURCES

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## DCEO POSITION TITLES

### (001) OFFICIAL MANAGER/ADMINISTRATORS

Foreign Services Econ.Dev.Executive I, II  
Public Service Administrator – Options 1, 2, 3, 4, & 8L  
Senior Public Service Administrator – Options 1, 2, 3, 4, and 8L

### (002) PROFESSIONAL

Accountant  
Accountant Advanced  
Accountant Supervisor  
Administrative Assistant I, II  
Civil Engineer III  
Community Planner III  
Economic Development Rep. I, II  
Energy & Natural Resources Specialist I, II, III  
Executive I, II  
Human Resources Representative  
Human Resources Specialist  
Human Services Grants Coordinator I, II, III  
Human Services Grants Coordinator Trainee  
Industrial & Community Dev. Rep. I, II  
Industrial Services Consultant I, II  
Industrial Services Hygienist  
Industrial Services Hygienist Technician  
Information Systems Analyst I, II, III  
Information Services Specialist I, II  
International Marketing Rep. I  
Local Housing Advisor II, III  
Local Revenue & Fiscal Advisor III  
Management Operations Analyst II  
Manpower Planner I, II, III, Trainee  
Methods and Procedures Advisor II  
Mechanical Engineer III  
Public Administration Intern

### (003) TECHNICIAN

Account Technician I, II  
Accountant Technician Trainee

### (005) PARA PROFESSIONAL

Executive Secretary I, II, III  
Human Resources Associate  
Industrial Services Consultant Trainee  
Industrial Services Hygienist Trainee  
Office Coordinator, Opt. 2  
Office Administrator III, IV  
Private Secretary I, II  
Student Worker

### (006) OFFICE/CLERICAL

Office Assistant, Opt. 2, Opt. 5  
Office Associate, Opt. 2

### (007) SKILLED CRAFT

Reproduction Service Technician III

### (008) SERVICE MAINTENANCE

Storekeeper I, II